



PRE- QUALIFICATION OF SUPPLIERS FOR GOODS AND SERVICES FOR THE YEAR 2027-2028





SECTION 1: INVITATION FOR PREQUALIFICATION

1.1 Introduction

RELI Africa is a not-for-profit regional non-governmental organization duly registered in Kenya under section 10 of the Non-Governmental Organizations Co-ordination Act (transitioning to the Public Benefits Organisations Act, 2013). RELI Africa is a member-driven and peer learning initiative that brings together over seventy Civil Society Organizations from the East African region working on education with the main aim to enhance learning outcomes in our education systems so that no child is left behind. Created in 2017, RELI Africa has become one of the strongest and largest education networks in East Africa. Membership is by invitation and brings together a diverse, energetic, and impactful group of members from across Kenya, Tanzania, and Uganda. RELI members are committed to local education organizations in the region, working tirelessly for the most vulnerable children.

For RELI Africa to carry out its work in an efficient manner, we need reliable service providers for the various goods and services required to support implementation of our annual work plans. RELI Africa is proud to announce that we are undertaking a prequalification of suppliers for 2026; an exercise for the selection of potential suppliers of various goods and services. The purpose of this exercise is to promote supplier partnership and improve quality of products and services procured whilst achieving the most competitive prices.

A comprehensive list of required good and services is provided below and we invite firms with the required capacity to apply.

1.2 Notification of Qualified Applicants

Applicants whose applications are determined to be successful will be notified in writing by the organization within quarter one of 2027.

1.3 Categories

RELI Africa invites applications for prequalification from interested and qualified consultancy firms, individual consultants, and registered companies to supply goods and services in the categories listed below for the 2027-2028 period:





Category A: Provision of Services		
ITEM NO.	CATEGORY NO.	ITEM DESCRIPTION
1	RELI/001/2027	Provision of transport services (taxi and vehicle Hire)
2	RELI/002/2027	Provision of conference facilities, accommodation and other related services
3	RELI/003/2027	Supply of laptops, computer hardware, scanners, printers, tonners, photocopiers, computer consumables & accessories and network equipment
4	RELI/004/2027	Provision of general printing services
5	RELI/005/2027	Provision of air ticketing services (IATA/KATA registered firms only)
6	RELI/006/2027	Repair & maintenance of office furniture, fittings and equipment.
7	RELI/007/2027	Provision of internet connectivity services
8	RELI/008/2027	Provision of legal services
9	RELI/009/2027	Provision of audit & tax services
10	RELI/010/2027	Supply of cleaning services
11	RELI/011/2027	Provision of rapporteuring and documentation services
12	RELI/012/2027	Provision of insurance services: Medical and other general insurance services.
13	RELI/013/2027	Provision of photography, videography, livestreaming and documentary production services
14	RELI/014/2027	Provision of graphic design services
15	RELI/015/2027	Provision of editorial and report writing services
16	RELI/016/2027	Provision of Monitoring, Evaluation, Accountability, Research, and Learning (MEARL) and data analysis services.
17	RELI/017/2027	Provision of consultancy services for strengthening Communities of Practice and learning
18	RELI/018/2027	Provision of catering services
19	RELI/019/2027	Supply of bottled drinking water
20	RELI/020/2027	Provision of Team Building Facilitator Services
21	RELI/021/2027	Provision of human resources consultancy services
22	RELI/022/2027	Provision of communications support and consultancy services
23	RELI/023/2027	Supply of events organizing services
24	RELI/024/2027	Facilitation/ master of ceremonies services
25	RELI/025/2027	Strategic planning and organizational development services
26	RELI/026/2027	Provision of website maintenance services
27	RELI/027/2027	Provision of IT support & maintenance services





SECTION 2: INSTRUCTIONS TO APPLICANTS

2.1 Application Requirements

Applicants shall submit their applications by email and clearly indicate the category of goods or services for which they are applying. Applications must include the supporting documents required under Section 3, including evidence of legal registration and compliance with applicable tax requirements. Applicants are responsible for ensuring that all information provided is accurate and complete.

2.2 Submission of Application

Applications must be submitted by email no later than 15 December 2026. Applicants shall send their applications to info@reliafrica.org, copying wanjiru.ngatia@reliafrica.org. The email subject line must clearly state the category name and its corresponding reference code.

2.3 Submission Conditions

- a) Applications received after the submission deadline of 15th December 2026 will not be accepted.
- b) **Canvassing:** Any applicant found engaging in canvassing, either directly or through a third party, shall be automatically disqualified from the prequalification process.
- c) **Separate Applications:** Applicants interested in more than one category must submit a separate application email for each category.
 - i) Multiple applications for the same category submitted in a single email will be disqualified from further review and consideration.
 - ii) Each application email must have a clear subject line indicating the category name and its corresponding reference code for which the applicant is seeking prequalification.
 - iii) All prequalification documents received after the submission deadline will be disqualified.

SECTION 3: MANDATORY REQUIREMENTS

3.1 Information and Supporting Documents

To be eligible to participate in the procurement process, candidates must demonstrate that they meet the **mandatory requirements** and provide supporting evidence as outlined below:

1. **Legal, Regulatory and Tax Documents:** Certificate of Incorporation/Registration, current Trade License/Business Permit, applicable regulatory or accrediting certificates, and a valid Tax Compliance Certificate.
2. **References:** Three (3) letters of recommendation or references from previous clients.
3. **KRA PIN:** Valid KRA PIN Certificate.
4. **Physical Office/Business Location:** Evidence of a registered physical office or business location.
5. **Curriculum Vitae:** Current Curriculum Vitae for individual consultants and firm/company profiles
6. **Audited Financial Statements:** Audited financial reports for the last three (3) years for registered entities.

